COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction implements Air Force Policy Directive (AFPD) 32-20, *Fire Emergency Services*, Department of Defense (DoD) Instruction (DoDI) 6055.06, *DoD Fire and Emergency Services Program*, Department of Labor – Occupational Safety and Health Administration (OSHA), Code of Federal Regulations (CFR), Air Force Instructions (AFI), Air Force Reserve Command Instructions (AFRCI) and National Fire Protection Association (NFPA) standards as they are adopted and/or implemented by NFPA Technical Information Guides (TIG). It applies to Air Force Reserve Command (AFRC) Prime Base Emergency Engineer Force Fire Emergency Services (PB FES) Flight personnel while in training status. This publication applies to Air Force Reserve Command units for Fire Protection flights with policies and responsibilities of the Command Prime BEEF Fire Emergency Services Program. Compliance is mandatory. It identifies training roles and responsibilities; and incorporates professional gear requirements/processes and scope/level of service objectives including risk assessment and management principles. It incorporates the Automated Civil Engineer System - Personnel Readiness (ACES-PR) program. Training status is defined as Unit Training Assemblies (UTA). Air Force Reserve Command Fire Emergency Services personnel not in training status shall be held to AFI 32-2001 *Fire Emergency Services Program* requirements. This instruction does not apply to Air Force (AF) or Air National Guard (ANG). Refer to AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program* for Prime BEEF training requirements. Users should send comments and suggested improvements on AF Form 847, *Recommendation for Change of Publication*, through Headquarters Air Force Reserve Command Fire Emergency Services (AFRC/A7XEF) 255 Richard Ray Blvd Bldg 220, Suite 137 Robins AFB, Ga. 31098. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at

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Chapter 1

GENERAL PROVISIONS AND RESPONSIBILITIES

1.1. USAF.

1.1.1. **USAF/A7C.** The Office of The Civil Engineer provides Fire Emergency Services (FES) program policy and resources that enable FES capability to protect AF personnel and property. The Civil Engineer is the authority having jurisdiction (AHJ) for Air Force FES guidance. Authority is delegated to The Air Force Fire Chief to interpret policy and approve equivalencies after consultation with the Civil Engineer Fire Panel (CEFP).

1.1.2. **USAF/A7CX.** The Readiness and Emergency Management Division in the Office of The Civil Engineer provides FES program guidance development through AFCESA.

1.2. Air Force Civil Engineer Support Agency (AFCESA). AFCESA provides FES program management and functional oversight within the Readiness Support Directorate (CEX), FES Division (CEXF). The FES Division Chief is The Air Force Fire Chief.

1.2.1. The AFCESA/CEXF staff assists USAF/A7CX staff in the development of policy and providing functional oversight. The staff provides technical services to the major commands and base FES personnel, advocates for resources and develops plans and programs to facilitate policy execution. Additionally, AFCESA/CEXF is responsible for centralized procurement of AF-wide FES purchases.

1.2.2. The AF Fire Chief is the delegated authority to manage the DoD Fire Emergency Services Certification System for the Secretary of the Air Force, as required by DoDI 6055.06, *DoD Fire and Emergency Services Program*. Additionally, this individual serves as the senior FES advisor and represents the AF where FES issues are concerned.

1.2.3. The AF FES Career Field Manager (CFM) is the senior enlisted advisor for the FES functional community. The CFM develops, prepares, and coordinates new fire emergency services policy or change proposals for the AF Civil Engineer. Additionally, this individual provides central oversight for career field education and training issues, manages education and training programs, and coordinates all force structure changes for the career field.

1.2.4. The AFCESA/CEXF staff serves as functional area representatives to the Federal Emergency Management Agency (FEMA) Federal Firefighter Task Group; National Fire Protection Association (NFPA) standards committees; USAF/A4R/A4P and Vehicle Transportation Acquisition Council (VTAC); Civil Engineer Career Program (CECP) Work Force Management Panel (CECP-WFMP) and Civil Engineer Policy Council (CEPC); Civil Engineer Education and Training Review Council (ETRC); DoD Wild land and Urban Interface Fire Fighting Task Group; North Atlantic Treaty Organization (NATO) Crash Fire Fighting and Rescue Panel (CFRP) and Air Operations and Services Working Group (AOSWG); International Fire Service Accreditation Congress (IFSAC) and National Professional Qualifications Standards Board (Pro Board); Air Force Research Laboratory (AFRL); and DoD Fire and Emergency Services Working Group (F&ESWG).

1.2.5. AFCESA/CEXF executes the Firefighting Vehicle Modernization Plan (FFVMP) and manages vehicle procurement through Warner Robins Air Logistics Center (WR-ALC). This plan is reviewed annually and adjusted when appropriate before the budget cycle.

1.3. Civil Engineer Fire Panel (CEFP). The CEFP serves as the forum to facilitate communications and develop consensus on new policies that affect FES programs. The CEFP charters working groups to address specific issues.

1.3.1. The CEFP assists The Air Force Fire Chief to identify and resolve FES issues. The CEFP reviews policy for currency, recommends changes in policy, proposes new technologies to improve FES and assists to develop strategic goals and initiatives.

1.3.2. The CEFP is co-chaired by USAF/A7CXR and The Air Force Fire Chief. Members include the senior FES representative on major commands (MAJCOM), field operating agencies (FOA) to include the Air National Guard (ANG) and direct reporting units (DRU) staffs or their designated representatives. Co-chairs vote in case of tie. Advisors to the CEFP are invited as needed by the chairpersons.

1.4. MAJCOM, FOA, DRU Commanders. Commanders (CC) execute FES policy within their organizations.

1.5. MAJCOM/FOA/DRU Civil Engineers and the Director, Installation and Mission Support. The MAJCOM A7 provides command level oversight and is responsible to the MAJCOM/CC for executing FES programs within their respective commands. They ensure installation FES flights are organized, trained and equipped to execute their respective missions. Staffs include a Command Fire Chief with appropriate staff to provide day-to-day management of FES programs. The Command Fire Chief is considered the Subject Matter Expert within the command for all FES related issues.

1.6. Command Fire Chief. This individual serves as the senior FES advisor to senior leaders and is the spokesperson for the command at forums where FES is an issue. The Command Fire Chief is delegated authority to manage the command's FES program.

1.6.1. The Command Fire Emergency Services staff develops FES policies and guidance and provides technical services to the Numbered Air Force/Regional Support Group (NAF/RSG) and flights. This includes the advocacy and facilitation of required resources and the development of plans to facilitate execution of policy associated with FES programs. The AFRC PB FES Manager is the primary POC for Military Fire issues.

1.6.2. NAF/RSG Fire Emergency Services Program Managers support AFRC/A7XEF activities and provide program execution management oversight for plans, programs and processes for the AFRC PB FES flights within their respective NAF's.

1.7. Reserve Wing Commander. Wing Commanders (Wing/CC) are responsible for the fire safety of personnel and property under their control, provided for by the signed Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) and/or host tenet agreements. This responsibility is discharged through the Reserve Fire Marshal and executed by the Reserve Fire Chief. The wing commander reviews and approves Operational Risk Management (ORM) plans that address facility fire safety and reductions in FES Flight capability. The Fire Marshal and Reserve Fire Chief (RFC) provide periodic updates to keep the commander aware of FES capabilities and risks.

1.8. Reserve Fire Marshal. The Civil Engineer Squadron Commander (CES/CC) is the Wing Fire Marshal.   When no CE Squadron is present, the Mission Support Group Commander (MSG/CC) is the Wing Fire Marshal.   The Wing Fire Marshal is responsible to the Wing Commander for oversight of FES programs and provides the RFC the resources available to execute the FES mission. The Fire Marshal shall attend the Fire Marshals Course at the Louis F. Garland Fire Academy within 1 year of assuming Fire Marshal duties.

1.9. Reserve Fire Chief (RFC). The AFRC Military Prime BEEF Fire Emergency Services Manager assigned to the 4FPFF Unit Type Code (UTC) shall be referred to as the RFC. The RFC is the fire protection flight chief who reports to the Reserve CES/CC and/or MSG/CC. The RFC is responsible for the efficient and effective management of FES UTC's. The RFC has no responsibility for fire prevention or suppression duties at the host location and are always tenants. **See Attachment 3 for Responsibilities.**

1.9.1. The RFC develops a variety of programs, operating instructions, guides, and plans according to local, AFRC, and statutory requirements. A summary of these requirements is listed in the AFRC Fire Chiefs Handbook AFRC Fire Chiefs Handbook is a dynamic document maintained by AFRC/A7XEF and available on the A7X CoP.

1.9.2. The RFC will develop an Organizational Statement identifying the scope of services provided based upon the unique mission requirements of the unit assigned Designed Operational Capability (DOC) statement.

Chapter 2

MISSION AND STANDARDS

2.1. Mission. The mission of AFRC PB FES is to organize, train and equip FES UTC's (IAW higher Headquarters Instructions) to deploy and provide fire fighting, rescue, and Hazardous Materials (Hazmat) response capabilities as stated in the Designed Operational Capability (DOC) statement; and prevent or minimize injury, loss of life, and damage to property and the environment.

2.2. Goal. The goal of AFRC PB FES flights is to become effective and efficient wartime firefighters, to protect personnel, property and missions from all hazards.

2.3. Organization. AFRC PB FES Flights are identified by UTC's and organized as a part of a Civil Engineer Squadron (CES) and/or within a Mission Support Group (MSG). There are two configurations of AFRC PB FES Flights. There is a twenty four person AFRC PB FES Flight and thirty six person AFRC PB FES Flight.

2.4. Objectives. Once mobilized and deployed the primary objective is early intervention at emergency events by occupants, operators, and automatic detection/fire protection systems. Secondary objective is to intervene early with firefighters when FES related emergency events occur. The third objective of the flight is Fire prevention. This objective is achieved with an aggressive and effective fire prevention training program consisting of fire safety education, inspections, enforcement and facility design review.   This multi-phased approach ensures mitigating actions are initiated as soon as possible to minimize consequences of the incident. AFRC PB FES flights do not have a fire prevention mission while in Unit Training Assembly (UTA) status but when deployed will integrate with AF or ANG forces to provide this function.

2.5. Scope of Services. The primary focus of AFRC PB FES is to train to accomplish mitigation activities at emergency events that pose risks to personnel or property and employ incident management actions within the limits of available resources. These include natural or man-made incidents requiring fire suppression, hazard mitigation, rescue and management of hazardous materials incidents (including Chemical, Biological, Radiological, Nuclear, and high yield Explosive (CBRNE) agents) that result from accidents, act of war or terrorism. In addition, the scope of services includes assisting the primary Emergency Medical Services (EMS) provider within the limits of available resources.

2.5.1. AFRC FES Flights do not have organic vehicle assets. The host base provides these resources for training. During training activities, each flight receives primary resources (vehicles and equipment) from the host to manage the flight training activities being accomplished

2.5.1.1. UTA's. While utilizing host base equipment for training, PB FES personnel shall respond to real world emergencies as indicated in the MOU/MOA with the host unit as to ensure host unit capabilities are not diminished.

2.5.2. Core missions include on-scene incident management, suppression, rescue, managing Hazmat incidents, and assisting the primary EMS providers in wartime and/or deployed environment as determined by local agreements and only when FES resources are available.

2.6. Standards and Regulatory Guidance Affecting Training. NFPA standards and recommended practices affecting FES are adopted either as written or as implemented with specific Technical Implementation Guides (TIG).

2.6.1. AFRC FES policy and guidance for training and operations are implemented through TIGs approved by the AFRC/A7XEF and AFCESA. NFPA Standards are not implemented for one year after publication to allow time for analysis and development of a TIG. The TIGs reflect AFRC mission and priorities and ensure implementation of NFPA standards during training is consistent with AF and AFRC policy and guidance.

2.6.2. AFRC/A7XEF establishes working groups as needed consisting of appointed members including the NAF/RSG FES or their representative.   AFRC Fire Chief's Committee assists in the development of AFRC PB FES TIGs.

2.7. Personal Protective Equipment (PPE) and Uniforms. Proper PPE will be worn when participating in training events that require it. All AFRC PB FES firefighters are issued PPE. PPE is permanently issued to the firefighters at the first duty location as professional gear. The RFC will ensure all PPE is inspected IAW NFPA Std. 1851, *Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting* and is safe to use.

2.7.1. NFPA Std. 1975 compliant BDU/DCU/ABU. AFRC PB FES personnel are issued compliant uniforms. They shall wear compliant uniforms at all times where firefighting activities are scheduled or a potential for firefighting activities exists.

Chapter 3

PB FES TRAINING, MANAGEMENT AND PROGRAMS

3.1. FES Training. The RFC provides oversight for the AFRC PB FES Flight training program. The RFC shall appoint an Assistant Chief for Training (A/C For Training) who establishes a comprehensive program that encompasses certification and proficiency training requirements. All AFSC 3E7XX FES Flight members will be certified in accordance to DoD 6055.06M, *DoD Fire and Emergency Services Certification Program.*

3.1.1. AFRC PB FES personnel shall meet the training requirements IAW NFPA Std. 1500, Chapter 5 as specified in the AFRC PB Fire Emergency Services Training Plan (FESTP). Trainers shall record all FES proficiency and certification training in an approved automated system.

3.1.2. A comprehensive Training Plan shall be developed by the A/C for Training. An Annual Training Plan will be submitted to the RFC for coordination and approval by the Commander. At the beginning of each fiscal year a copy of the approved/coordinated plan shall be submitted to the NAF/RSG A7C FES Manager, and included in the CES training plan. Due to changes and time constraints, the Fire Annual Training plan shall be corrected to accurately reflect training needs.

3.1.3. Fire suppression training evolutions are conducted by teams simultaneously and are interdependent of each other. Therefore uninterrupted training periods for firefighter team training is paramount. Alternate Unit Training Assemblies (off UTA) shall be considered scheduled Fire UTA's. Three Fire UTA's per year are required as a minimum to meet mission requirement and any deviation will require written approval by unit CES/CC or MSG/CC.

3.1.4. All training shall be properly documented on AF IMT 1085, *Fire Protection Training Report* (most current version) to include AFI 10-210 and AFRC PB FES Proficiency Training Program requirements.

3.1.4.1. The AF IMT 1085 shall be complete. Emphasis on "Type of Training", "Equipment and Training Aids Used", "Training Objectives" and "Description of Training Conducted" is important. These areas shall be accurate and descriptive as possible. The form is incomplete without the signature of the instructor and Assistant Chief. The form is considered unacceptable if it is not completed properly.

3.1.4.2. The AF IMT 1085's shall follow the intent of FES Flight annual training plan.

3.1.4.3. A/C for Training is responsible for compliance and posting of the training reports.

3.1.5. No individual shall be considered for promotion into a vacant duty position without holding the proper training, DoD IFSAC certification, Developmental Education (DE) and leadership ability commensurate to the grade or skill level of the duty position.

3.1.6. Training to achieve DoD IFSAC certification is a personal responsibility. Supervisors mentor by providing guidance, access to training materials, instructions, and through performance testing required for certification. Training to achieve DoD IFSAC certifications

is available to each firefighter at no cost to the individual. RFC's may approve attendance to AF/DoD formal training venues. Acquiring FESCS certification training from external (non DoD) contract sources at government expense requires review by the NAF/RSG A7C FES Manager. Final approval authority resides with AFRC/A7XEF.

3.1.7. Certification in the DoD IFSAC program will be granted only for skills required for the duty position and the next-higher position to which the individual may be promoted. Certifications will not be issued for Training or testing greater than five years old.

3.1.7.1. Individual(s) entering the 3E7XX career field with prior civilian training that provided either IFSAC or National Professional Qualification Board (NPQB) certification and also meet all required training requirements as stated in the 3E7XX Career Field Education Training Plan (CFETP) shall have an electronic waiver package prepared by the Assistant Chief for Training (A/C for Training) IAW the Civil Engineer Certification Testing (CerTest) procedural guide. The package shall be submitted to the RFC. The approved package will then be submitted to the NAF/RSG A7C FES Manager for review. After review, the package will be sent to the HQ AFRC/A7XF Prime BEEF FES Manager for approval. Following review and concurrence, the waiver package will then be submitted to AFCESA/CEXF for approval. This shall be accomplished within the first six months.

3.1.8. Deployed firefighters will meet forward operating location proficiency training requirements and are exempt from home station proficiency training during the period of deployment. Upon return from deployment, proficiency training may be credited on the date of training with appropriate documentation (AF IMT 1085) and approval of the RFC. Training for recurring certifications must be completed based on required timelines (example: Hazmat, Cardiopulmonary Resuscitation [CPR] etc.).

3.1.9. AFRC/A7XEF is responsible for approving and investigating effective and cost-effective methods to provide proficiency and certification training. This includes all trainers for aircraft and structural live fire exercises.

3.2. Management. The RFC establishes and maintains FES training programs that train AFRC PB FES personnel to protect life, property and the environment while ensuring firefighter safety and readiness IAW applicable standards.

3.2.1. The AFRC PB FESTP is based on national consensus standards, OSHA regulations, DoD, USAF and AFRC specific guidance and policy. This assessment provides benchmarks to promote efficiency, sound management practices and to verify compliance with regulatory requirements and effectiveness of unit and command training programs. HQ AFRC/A7XEF will ensure the AFRC PB FESTP is incorporated into the Command Inspector General (IG) inspection checklist system. The Management Internal Control Toolset (MICT) is the standard inspection checklist. The RFC will use this program along with any additional self-inspection checklists provided by the AFRC/A7XEF or NAF/RSG to satisfy the self-inspection requirements specified in AFI 90-201, *Inspector General Activities*.

3.3. FES Fire Prevention. AFRC PB FES Flights do not have a formal fire prevention program while in UTA status, however, AFRC PB FES Flights should have training in the AF Fire Prevention Program goals and objectives.

3.3.1. Fire Prevention Training should be incorporated in the annual training plan.

CHARLES E. STENNER, JR., Lieutenant General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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AFRC NFPA TIG 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments,* Current Edition

NFPA TIG 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*, Current Edition

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NFPA 1002, *Standard on Fire Apparatus Driver/Operator Professional Qualifications*, Current Edition

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Abbreviations and Acronyms

A/C—Assistant Chief

ACES-FD—Automated Civil Engineer System-Fire Department

ACES-PR—Automated Civil Engineer System-Personnel Readiness

AEF—Air Expeditionary Forces

AF—Air Force

AFCESA—Air Force Civil Engineer Support Agency

AFCESA/CEXF—Office of the Chief, Air Force FES

AFI—Air Force Instruction

AFIMS—Air Force Incident Management System

AFMS—Air Force Manpower Standard

AFOSH—Air Force Occupational Safety and Health

AFRIMS—Air Force Restoration Information System

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRC/A7XEF—Office of the FES Branch, Air Force Reserves

AFRL—Air Force Research Laboratory

AFSC—Air Force Specialty Code

AFTO—Air Force Technical Order

AHJ—Authority Having Jurisdiction

AMO—Adjusted Manpower for Operations

ANG—Air National Guard

AOSWG—Air Operations and Services Working Group

ARFF—Aircraft Rescue and Fire fighting

ART—Aggregate Response Time

AS—Allowance Standard

BAS—Basic Allowance for Subsistence

BCE—Base Civil Engineer (Fire Marshal)

BEEF—Base Engineer Emergency Force

CBRNE—Chemical, Biological, Radiological, Nuclear, and High Yield Explosives

CC—Commander

CE—Civil Engineer

CECP—Civil Engineer Career Program

CEFP—Civil Engineer Fire Panel

CEPC—Civil Engineer Policy Council

CEO—Civil Engineer Operations

CES—Civil Engineer Squadron

CFETP—Career Field Education Training Plan

CFM—Career Field Manager

CFR—Code of Federal Regulations

CFRP—Crash Fire Rescue Panel (NATO)

CLS—Critical Level of Service

CoP—Community of Practice

CPR—Cardiopulmonary Resuscitation

DOC Statement—Designed Operational Capability Statement

DOD—Department of Defense

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

DSCA—Defense Support to Civil Authorities

EM—Emergency Management

EMS—Emergency Medical Services

EOC—Emergency Operation Center

ETL—Engineering Technical Letters

ETRC—Engineer and Training Review Council

FAD—Force Activity Designator

FAV—Functional Area Visit

FDZ—Fire Demand Zone

FES—Fire Emergency Services

FESAP—Fire Emergency Services Assessment Program

FESCP—Fire Emergency Services Certification Program

FESTP—Fire Emergency Services Training Plan

F&ESWG—Fire and Emergency Services Working Group

FFVMP—Fire fighting Vehicle Modernization Plan

FOA—Field Operating Agency

FPCON—Force Protection Condition

FPTP—Fire Proficiency Training Program

FRD—Fire Response District

FSD—Fire Safety Deficiencies

FTX—Field Training Exercise

HazMat—Hazardous Materials

HSPD-5—Homeland Security Presidential Directive 5

IAW—In Accordance With

IC—Incident Commander

ICC—Installation Command Center

ICS—Incident Command System

IDLH—Immediately Dangerous to Life and Health

IFSAC—International Fire Service Accreditation Congress

IG—Inspector General

IMS—Incident Management System

ISO—Incident Safety Officer

LOS—Levels of Service

MAJCOM—Major Command (includes representative of the ANG)

MAJCOM/A7C—Major Command Civil Engineer

MAJCOM CC—Major Command Commander

MISCAP—Mission Capability Statement

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

MSG—Mission Support Group

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

NFIRS—National Fire Incident Reporting System

NFPA—National Fire Protection Association

NIMS—National Incident Management System

NPQB—National Professional Qualification Board

NWCG—National Wildfire Coordinating Group

OLS—Optimum Level of Service

OPR—Office of Primary Responsibility

ORM—Operational Risk Management

OSHA—Occupational Safety and Health Administration

PB—Prime Beef

PCS—Permanent Change of Station

PPE—Personal Protective Equipment

ProBoard—National Professional Qualifications Standards Board

PTP—Proficiency Training Program

RDS—Records Disposition Schedule

RFC—Reserve Fire Chief

RLS—Reduced Level of Service

RSG—Regional Support Group

SAV—Staff Assistance Visit

SCBA—Self-Contained Breathing Apparatus

SECAF—Secretary of the Air Force

SFO—Senior Fire Official

SME—Subject Matter Expert

SORC—Standard of Response Coverage

SJA—Staff Judge Advocate

Std.—Standard

TIG—Technical Implementation Guide

TO—Technical Order

UCI—Unit Compliance Inspections

UETM—Unit Education Training Manager

UGT—Upgrade Training

UMD—Unit Manning Document

UMPR—Unit Manning Personnel Roster

USAF—United States Air Force

USAF/A7C—The Civil Engineer

USAF/A7CX—Readiness Plans Division

UTA—Unit Training Assembly

UTC—Unit Type Code

VTAC—Vehicle Transportation Acquisition Council

WFPM—Wildland Fire Management Program

Terms

Adjusted Manpower for Operations (AMO)—is the total number of operations personnel needed to accomplish all fire ground tasks without multi-tasking. AMO is determined by dividing the total authorizations for operations by the manpower availability factor 2.64. The result is the number of personnel expected for duty when all authorized personnel are available. The AMO is based on typical structural and aircraft firefighting tasks.

Aggregate Response Times (ART)—Total of dispatch time, turnout time, and travel time. The time elapsed from the receipt of the emergency alarm to when the units arrive on scene.

Aircraft Rescue and Fire Fighting (ARFF) Vehicle—Vehicles designed to deliver and dispense fire fighting agents on fires involving aircraft or liquid fuels

Air Force Fire Emergency Services Community of Practice (AF FES CoP)—The official web site for AF FES.

Automated Civil Engineer System–Fire Department (ACES-FD)—A comprehensive and automated dispatch system, and data collection and retrieval system mandatory for use in all AF FES flights.

Critical Level of Service (CLS)—The level of capability when resources available provide is at least a one appropriate vehicle and crew to each FDZ within the response time standard. Although acceptable, CLS is the absolute minimum level of service and should only be allowed for short durations. At this level firefighting forces can provide rescue and quick fire attack operations for a short duration. Firefighting crews may provide limited search and rescue, and property conservation during this period; however, these operational capabilities cannot be sustained without additional resources.

DoD Component—USAF, USA, USN, USMC, and the Defense Logistics Agency

DoD Fire Emergency Services Certification System (FESCS)—A nationally accredited system that validates training received by DoD emergency responders and issues certifications.

Expedient Firefighting—The first level of protection is the user. These individuals are responsible to operate in the prescribed safe manner, and to initiate corrective action when something goes wrong. For example, the user employs portable fire extinguishers when a fire occurs. This level of protection is always required whenever people are present.

Expeditionary Firefighting—The second level of protection is a contingency fire department with trained and equipped personnel that provides protection beyond that which users can provide. This level of protection is required when the volume of assets or activities, or the

potential fire is estimated to be beyond the capability of the user. During Expeditionary operations, firefighting forces are the primary installation emergency response forces and are responsible for supporting the commander's primary requirement to launch and recover sorties.

Functional Area Visit (FAV)—Functional Assistance Visits are a scheduled visit to a unit or functional area within a unit to satisfy a specific need or request. FAV's are tailored to the subject functional area. FAV's are conducted to provide guidance and assistance to AFRC units. FAVs are usually requested by unit/wing commanders to furnish functional area expertise, help develop new processes, implement new policies and procedures, or assist in preparing for scheduled inspections.

Fire Demand Zone (FDZ)—A FDZ is a specific area within a fire district that demands similar resources, tactics and strategy to manage FES events.

Fire District—A geographical area served by a fire station.

Fire Vehicles—Emergency response vehicles designed to pump or carry fire extinguishing agents to the scene of a fire, transport specialized equipment required for FES operations, or provide command and control capability. Fire vehicles include command, pumper, rescue, HazMat, aerial, or ARFF vehicles.

National Fire Protection Association (NFPA)—A national organization, recognized as the authority for all matters involving fire emergencies that publishes national consensus standards and the National Fire Codes.

National Fire Incident Reporting System (NFIRS)—A national database of emergency response data, owned by the Department of Homeland Security's Federal Emergency Management Agency (FEMA) and managed by the United States Fire Administration. NFIRS is the mandatory central depository used by all DoD FES response organizations. ACES-FD sends response data to the Naval Safety Center for population of the NFIRS database.

Optimum Level of Service (OLS)—The level of service available when 90 to 100 percent of AMO required resources (vehicles set to provide required agent, required discharge capacity; and required manpower for fire ground capability) are available. At the OLS, a maximum level of service can be continuously provided, when determined appropriate by the Fire Chief. During OLS, firefighting forces are capable of providing all services continuously throughout an event with reasonable expectation of successful offensive fire attack operations, search and rescue, and property conservation.

Reduced Level of Service (RLS)—The level of FES capability that exceeds the critical but is less than the optimum level of service. During this level adequate firefighting capability can be provided by utilizing cross staffing, selective response and sound fire ground tactics. At the RLS, firefighting forces should be successful in offensive fire attack operations, search and rescue, and property conservation; however, operations may not be sustainable throughout an event without additional resources.

Inadequate Level of Service (ILS)—The level of service in which, except for rescue, firefighters are not permitted to conduct interior operations in IDLH atmospheres (such as fire areas). This LOS is comprised of a minimum of one fire company comprised of appropriate vehicle and 4 firefighters available for emergency response.

Staff Assistance Visit (SAV)—A scheduled visit to a unit to validate unit compliance with established program management directives. A SAV may be requested by a commander to render support in a specific area, to prepare the unit for a unit compliance inspection (UCI) or to provide an in-depth perspective of the health of the unit. The SAV team may review common core compliance areas (CCCA) identified in AFI 90-201, Air Force Reserve Command (AFRC) Supplement (Sup) 1, Inspector General Activities , and applicable self-inspection checklists. Although the primary purpose of a SAV is to validate unit compliance, the SAV team is not limited to just CCCA or checklist items. Within FES, over-the-shoulder personnel evaluations and evaluator proficiency evaluations may be accomplished.

Senior Fire Official (SFO)—The senior official at a scene of an event.

Unit Compliance Inspection (UCI)—UCIs are conducted to assess areas mandated by law as well as mission areas identified by senior Air Force and MAJCOM leadership as critical or important to assess/assure the health and performance of organizations. Unit failure to comply with the established directives in these areas could result in significant legal liabilities, penalties, or significant mission impact.

Unit Type Code (UTC)—A five-character alphanumeric designator that identifies a specific capability package. The UTCs for all Air Force packages are found in volume III of the WMP and are used by unified and specified commands, HQ USAF, and the JCS to identify forces required to support contingency plans.

Attachment 2

AFRC PRIME BEEF FIRE EMERGENCY SERVICES UTC ORGANIZATION

Figure A2.1. AFRC 24 Person Fire Team.

AFRC 24 PERSON FIRE TEAM					
3E700	**4FPFF**	CMSGT			
3E791	**4FPFN**	SMSGT			
3E771	**4FPFJ**	MSGT	3E771	**4FPFJ**	MSGT
3E771		MSGT	3E771		MSGT
3E771		TSGT	3E771		TSGT
3E751		SSGT **4FPFP**	3E751		SSGT
3E751		SSGT	3E751		SSGT
3E771		TSGT	3E771		TSGT
3E751		SSGT **4FPFP**	3E751		SSGT
3E751		SSGT	3E751		SSGT
3E771		TSGT	3E771		TSGT
3E751		SSGT **4FPFP**	3E751		SSGT
3E751		SSGT	3E751		SSGT
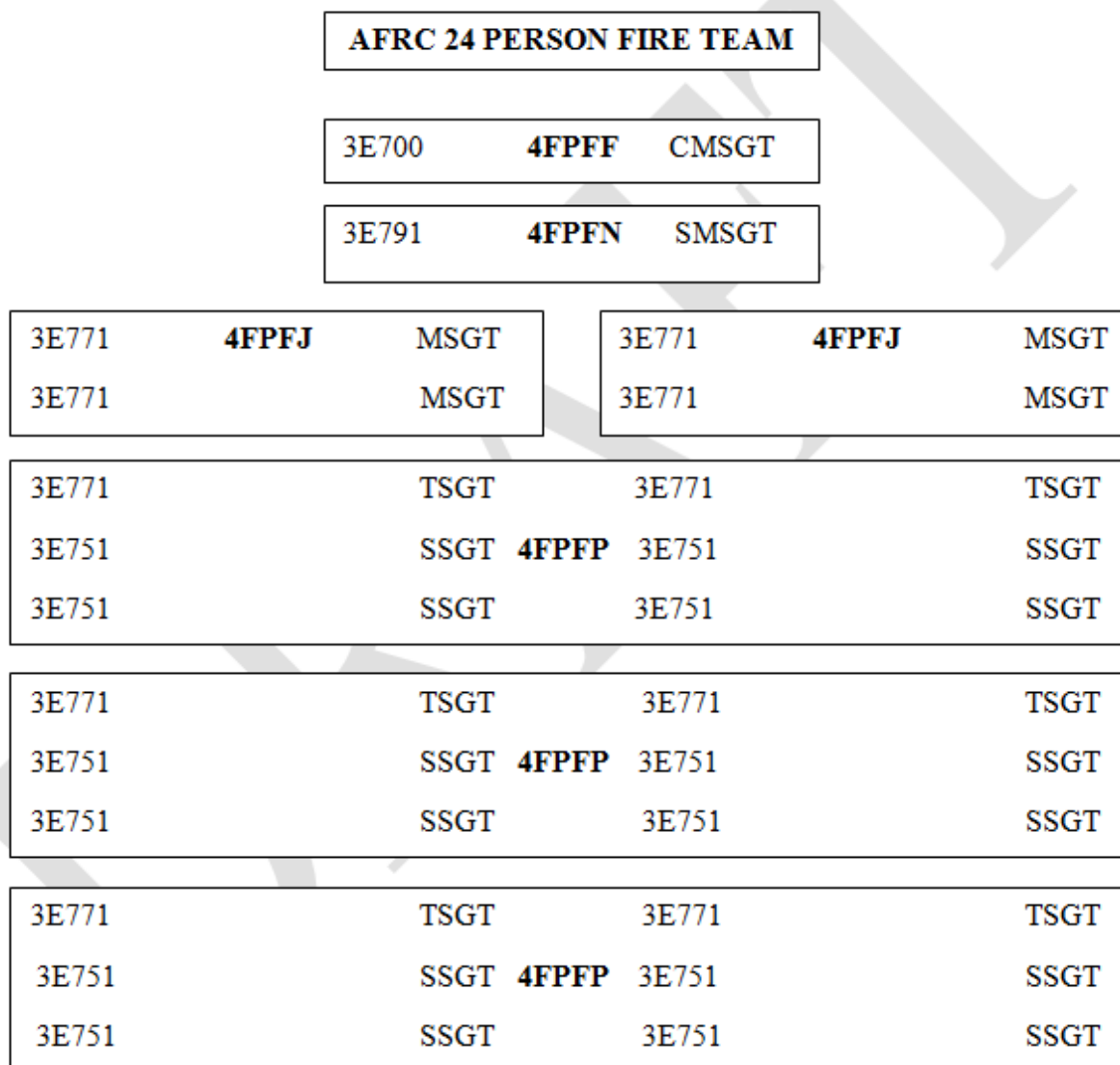
Figure A2.2. AFRC 36 Person Fire Team.

AFRC 36 PERSON FIRE TEAM		

3E700	**4FPFF**	CMSGT

3E791	**4FPFN**	SMSGT

3E771	**4FPFJ**	MSGT	3E771	**4FPFJ**	MSGT
3E771		MSGT	3E771		MSGT

3E771		TSGT	3E771		TSGT
3E751		SSGT **4FPFP**	3E751		SSGT
3E751		SSGT	3E751		SSGT

3E771		TSGT	3E771		TSGT
3E751		SSGT **4FPFP**	3E751		SSGT
3E751		SSGT	3E751		SSGT

3E771		TSGT	3E771		TSGT
3E751		SSGT **4FPFP**	3E751		SSGT
3E751		SSGT	3E751		SSGT

3E771		TSGT	3E771		TSGT
3E751		SSGT **4FPFP**	3E751		SSGT
3E751		SSGT	3E751		SSGT

3E771		TSGT	3E771		TSGT
3E751		SSGT **4FPFP**	3E751		SSGT
3E751		SSGT	3E751		SSGT

Attachment 3

DUTIES AND RESPONSIBILITIES OF THE RESERVE FIRE CHIEF (4FPFF) AND DEPUTY FIRE CHIEF (4FPFN)

A3.1. The responsibility of the RFC is to organize, train and equip AFRC Prime BEEF FES personnel IAW higher Headquarters Instructions to deploy and function in a FES organization. The RFC and Deputy Fire Chief duties and responsibilities include but are not limited to:

A3.1.1. The individual performs duties commensurate with the enlisted grade held, including the duties of Senior Fire Official, when the unit has responsibility for fire protection during contingency operations.

A3.1.2. The individuals shall be considered members of the commander's key staff and attend meetings related to SORTS, ART tool reporting and Unit budget as a minimum. Attend other meeting requests as deemed necessary by the commander.

A3.2. Provide management oversight on the use of host facilities, supplies, and equipment needed to accomplish PB FES Flight training.

A3.2.1. Establish a written MOU/MOA with the host fire department clearly defining any requirements and support services (Live Fire Trainers, time frames for requesting vehicles, etc).

A3.2.1.1. If the host live fire trainer is out of service, locate the nearest, most cost effective way to accomplish the live burn requirements.

A3.2.1.2. If unable to complete SORTS requirement, the RFC must document cause and corrective actions (who, what, why, how).

A3.2.1.3. The CES/CC must be notified of any deficiency and the SORTS data reported accurately.

A3.3. Coordination of AFSC specific skill level training with the unit commander to obtain uninterrupted training periods; ancillary and contingency training requirements to ensure 3E7X1 personnel obtain the required training; approve the annual training plan prepared by the A/C for Training that includes ancillary, contingency, professional and certification training.

A3.3.1. Provide management oversight on the scheduling and coordination of the training outlined in the annual training plan.

A3.3.2. At the beginning of each fiscal year shall submit a copy of the approved annual training plan to the NAF/RSG FES representative.

A3.3.3. Will provide the host fire chief with a copy of the flights annual training plan.

A3.3.4. Ensure reserve fire fighters use reasonable care when operating equipment or using facilities.

A3.3.4.1. Ensure that vehicle operators are properly licensed on the vehicle. If the vehicle is being used for drivers training, a properly licensed fire fighter is in the vehicle.

A3.3.4.2. If an incident occurs with any vehicle, immediate notifications are made to the proper authorities (security, safety, commander, etc.).

A3.4. Prepare an annual budget request to obtain funding for needed equipment, supplies and Reserve Personnel Appropriation (RPA). This should be accomplished within the third quarter of the fiscal year not to exceed 1 August.

A3.4.1. If funding is not available for requested equipment and supplies an unfunded Request For Quote (RFQ) will be submitted up through the NAF/RSG to HQ AFRC.

A3.4.1.1. A Staff Summary Sheet is required for coordination at the Wing, NAF/RSG and HQ AFRC levels.

A3.4.2. At least once annually, a FES Flight budget meeting should be held to determine the RPA needs for each section to properly execute their job.

A3.4.3. Determine quantity and budget for the purchase of propane required for live fire training.

A3.5. Submit requests for technical training by using the Training Forecast tool provided by HQ AFRC/DPT. This should be prepared for the RFC by the A/C for Training.

A3.6. Coordinate all 3E7X1 ascension's with local AFRC recruiters and unit training representatives to interview new fire fighters before assignment.

A3.6.1. When previous experience or training warrants consideration for award of skill level 3E731 without technical training; initiate a request to waive the technical school requirements.

A3.6.2. Primary candidates for waiver are personnel who are now employed or were previously employed as full-time, fully qualified fire fighters.

A3.7. Shall inform HQ AFRC/A7XEF 30 days prior to a deployment when team is less than 90 percent staffed. Do not use 3E711 personnel to fill staffing requirements.

A3.8. Ensure that all AFSC 3E7X1 personnel draw initial issue from the Individual Equipment Unit (IE) of base supply. Replace unserviceable items by normal turn-in and replacement procedures on an individual basis.

A3.9. Shall maintain a continuity binder(s) that should contain as a minimum:

A3.9.1. A copy of the File Plan.

A3.9.2. A copy of the DOC Statement.

A3.9.3. A copy of the Unit Manning Document (UMD).

A3.9.4. A copy of the Unit Personnel Management Roster (UPMR).

A3.9.5. A copy of the most current Organization Chart

A3.9.5.1. At the beginning of each fiscal year, a copy will be sent to the NAF/RSG FES representative

A3.9.6. A copy of the Unit annual budget

A3.9.6.1. At the beginning of each fiscal year, a copy will be sent to the NAF/RSG FES representative

A3.9.7. A copy of required appointment letters signed by the commander for the following positions: (All critical positions shall have an alternate assigned. It is recommended that the

alternate be of lesser grade to allow mentoring prior to either promotion or retirement of the primary process owner).

A3.9.7.1. Health/Safety Officer (HSO) according to NFPA 1500.

A3.9.7.2. Assistant Chief for Training.

A3.9.7.3. PB FES Vehicle Control Officer (VCO) to manage the Driver/Operator program.

A3.9.7.4. A list of trainers and certifiers that have completed the Air Force Training course to satisfy upgrade training requirements.

A3.9.7.5. Hazmat Trainers.

A3.9.7.6. Cargo/Weapons couriers (3E751 or below).

A3.9.7.7. FES Logistics/Equipment Custodian/Deployment Property Representative.

A3.9.7.8. FES Unit Deployment Monitor (UDM) (4FPFN).

A3.9.7.9. Security Monitor (4FPFN/FJ).

A3.9.7.10. Any other additional duties.

A3.9.8. A copy of the current NFPA 1500 Annex B as prepared by the Health/Safety Officer.

A3.9.8.1. At the beginning of each fiscal year, a copy will be sent to the NAF/RSG FES Representative

A3.9.9. A current copy of Unit Self Inspection Checklist. Recommend using the Management Internal Control Toolset (MICT), Fire Emergency Services-Military Use checklist as a guide.

A3.9.10. A list of qualified Incident Safety Officers.

A3.10. Ensure all 3E7X1 personnel are properly certified IAW DoD 6055.6M and 3E7X1 CFETP.

A3.10.1. Ensure 3E7X1 personnel are not promoted without proper certifications, time in grade or proper Developmental Education (DE).

A3.11. Shall conduct a minimum of one uninterrupted management weekend at least annually. It is highly recommended that the MSG or CES Commander attend this meeting. Agenda items for this meeting shall include as a minimum:

A3.11.1. Development of the annual budget

A3.11.2. Review annual training plan

A3.11.3. Review NFPA 1500 Annex B

A3.11.4. Review specific training needs (i.e. Silver Flag, Centers of Excellence, Pre-Deployment Training Site (PDTS), and Fire Fighter Certification System Courses)

A3.11.5. Discuss Deployment for Training (DFT) desires IAW AFI 10-204.

A3.11.5.1. Submit written request to commander for approval prior to suspense date (2nd qtr of FY) for submission to NAF/RSG FES Representative.

A3.12. Shall ensure that end of tour reports are submitted to the NAF/RSG FES Representative within 30 days of tour completion IAW AFI 10-204. Failure to do so may result in home station assignment the next year.

A3.13. Ensure that personnel meet the requirements of AFI 10-2501.

A3.13.1. Federal Emergency Management Agency, National Incident Management Systems course(s) IS100, IS200, IS300, IS400, IS700 and IS800 or equivalent version (dependent on the individual's position IAW AFI 10-2501).

Attachment 4

DUTIES AND RESPONSIBILITIES OF THE RESERVE ASSISTANT CHIEF FOR TRAINING (4FPFJ)

A4.1. The Assistant Chief for Training (A/C for Training).

A4.1.1. The A/C for Training is appointed by the RFC.

A4.1.2. The A/C for Training shall develop and manage a comprehensive fire protection training program for all functional areas of the Fire Department for the RFC to include the Prime BEEF Fire Emergency Services Training Program.

A4.1.3. The A/C for Training shall manage the DOD Fire and Emergency Services Certification Program DoD 6055.06-M, and administers the CerTest program.

A4.1.4. The A/C for Training obtains, utilizes, and adapts pertinent materials from other agencies including State agencies, manufacturers, or educational institutes.

A4.1.5. The A/C for Training participates in the unit firefighting training program to include the orientation, certification and proficiency training, firefighter physical conditioning, Occupational Safety and Health Administration (OSHA), initial and annual hazardous materials refresher training, and other training programs required by the most current versions of AFI 10-210, AFI 10-2501, AFI 36-2201, IAW AFI 32-2001, AFMAN 32-2003, other DOD and USAF directives, and NFPA consensus standards.

A4.1.6. The A/C for Training should perform additional duty days before the UTA to prepare for upcoming UTA's.

A4.1.7. A/C for Training should demonstrate strong computer skills. The A/C for Training should seek assistance from personnel within the unit, the Comm. Flight, by attending software educational seminars, or online training. The A/C for Training provides the RFC and other authorities with reports and other documents in a timely manner.

A4.1.8. A/C for Training should have attended the Air Force Training Course (AFTC) IAW Chapter 6, AFI 36-2201.

A4.1.9. A/C for Training should establish and maintain a direct working relationship with the UETM. Coordinate all CDC requests, EOC exams, extensions, status reports, etc. through the UETM.

A4.1.10. The A/C for Training should become thoroughly familiar with the Air Force Training Record (AFTR), Automated Civil Engineer System-Personnel and Readiness (ACES-PR), and Career Field Education Training Plan (CFETP) utilizing most current CFETP.

A4.1.11. The A/C for Training should consistently provide well-researched, technically correct, and timely information to firefighters on new training procedures. On a continuous basis, consults with other Fire Department Managers and Supervisors in order to identify the training requirements for assigned personnel.

A4.1.12. A/C for Training should consistently provide accurate and timely input into training records in the automated database (AFTR). Periodically check, verify and/or perform quality review of the automated information system while maintaining the integrity of the

database to ensure member records are updated properly, and that statistical information and reports obtained are accurate. Takes prompt action to correct discrepancies.

A4.1.13. A/C for Training trains and educates other Instructors on curriculum development for subject matter courses. Explains clearly and concisely the fundamentals of establishing learning objectives, developing course outlines, and effective lesson plans etc. This includes maintaining an adequate reference library onsite.

A4.1.14. A/C for Training determines the needs and requests quotas from appropriate authority (AFRC/A7XEF) for in-resident courses. Ensures personnel selected to attend meet course prerequisites. Determines selection and eligibility criteria for firefighters desiring Fire Protection in-resident courses, i.e. Rescue, Fire Officer II, etc.

A4.1.15. A/C for Training submits a Fire Training Section budget request to the RFC outlining the cost, in dollars and man-day's, to cover in residence courses and educational courses from outside sources.

A4.1.16. A/C for Training or designated representative shall attend all UETM meetings ensuring that necessary and pertinent information gets to the FES Flight.

   A4.1.16.1. A/C for Training shall attend annual HQ AFRC sponsored UETM Workshops.

A4.1.17. A/C for Training shall ensure Trainers and Certifiers are qualified and have attended Air Force Training Course (AFTC) IAW AFI 36-2201, Chapter 6. Schedule classes with the UETM as needed. Maintain a separate list of Trainers, Certifiers, and Fire Instructors. They shall be used to instruct fire department proficiency training topics.

A4.1.18. A/C for Training shall conduct periodic AFTR classes for the fire teams.

A4.1.19. A/C for Training shall accompany the trainee, supervisor, and UETM to meetings with Commander regarding CDC failure.

A4.1.20. A/C for Training shall keep the RFC informed on all UGT and CDC status. Recommend changes as needed.

A4.1.21. A/C for Training shall oversee vehicle licensing program along with the VCO to ensure progress.

A4.1.22. Because the A/C for Training is part of the 4F9FJ team, they may be called upon to serve as an Assistant Chief of Operations; therefore, A/C for Training shall maintain the skills commensurate of that position.

A4.1.23. A/C for Training shall ensure the Supervisor completes the online Graduate Assessment Survey (GAS) when directed.

A4.1.24. A/C for Training shall maintain familiarization with current HQ AETC Air Force Training Record; HQ AFCESA CE Enlisted Education/Training References located on the AFCESA website.

A4.1.25. A/C for Training shall maintain familiarization with required AF forms used throughout the training process and other Air Force requirements.

A4.1.26. A/C for Training will develop an Annual Training Plan to accomplish requirements utilizing the AFRC PB FES Proficiency Training Program (PTP), AFI 10-210, and NFPA 1500 Chapter 5.

A4.1.27. A/C for Training shall maintain a training continuity binder(s) that should contain as a minimum:

A4.1.27.1. Table of contents

A4.1.27.2. Appointment letter signed by the CES/CC and the RFC

A4.1.27.3. Letter from AFCESA designating the CERTEST Administrators

A4.1.27.4. Procedures for ordering CDCs

A4.1.27.5. Procedures for completing CDCs

A4.1.27.6. Procedures for first and second time CDC failure

A4.1.27.7. Chart showing the progression of the individuals enrolled in CDCs

A4.1.27.8. Copy of the required certifications not provided by the AFCESA DoD FFCS Lookup System (i.e. ADLS certificates)

A4.1.27.9. Chart showing where each individual in the unit stands with regards to certification

A4.1.27.10. List of Trainers and Certifiers

A4.1.27.11. Copy of the Fire Master Training Schedule

A4.1.27.12. Copy of the Fire Annual Training Plan

A4.1.27.13. List of lesson plans and the location where they are kept

A4.2. Assistant Chief for Training Qualifications.

A4.2.1. The A/C for Training must have previously obtained and maintains the following DoD Certifications IAW 3E7X1 CFETP B2.6.2.Change-1, March 2008:

A4.2.1.1. In addition to the certification for all 3E771 personnel, the TFT shall have Fire Officer III, Fire Instructor III, Fire Inspector II, Hazmat IC certification.

A4.2.1.2. NIMS 100/200/700/800/300/400.

A4.2.1.3. Air Force Emergency Response Operations (AERO) Course.

A4.2.1.4. Professional Military Education (PME)/Developmental Education (DE).

A4.2.1.4.1. Completion of Noncommissioned Officer (NCO) Distance Learning Course 0009 (if a TSgt is in the A/C for Training position).

A4.2.1.4.2. Recommended completion of the Senior Noncommissioned Officer (SNCO) Distance Learning Courses 00012 (CD-ROM) or 00014 (Web-based).

Attachment 5

DUTIES AND RESPONSIBILITIES OF THE RESERVE ASSISTANT CHIEF FOR HEALTH / SAFETY OFFICER (HSO) (4FPFJ)

A5.1. PB FES Flight Health/Safety Officer.

A5.1.1. The RFC shall appoint a 3E771 as the PB FES Flight HSO.

A5.1.2. The RFC shall appoint an assistant to the HSO to assure program continuity in the absence of the HSO (i.e. deployment, TDY, etc).

A5.1.3. A copy of the HSO and assistant appointment letters shall be maintained.

A5.1.4. The FES HSO has the job of administration, management and training the department firefighters using a comprehensive and effective occupational safety and health program.

A5.1.5. The program shall meet the intent of the NFPA Std. 1500, CFR 1910.1030 *Bloodborne Pathogens,* CFR 1910.134, *Respiratory Protection.*

A5.1.6. The HSO shall maintain an awareness of the work of safety organizations, standards-making organizations, and regulatory agencies, in order to track changes in regulations or practices that are designed to eliminate unsafe practices and reduce existing hazardous conditions and that could affect policies and procedures of the fire department.

A5.1.7. Where non-imminent hazards are identified; a HSO shall develop actions to correct the situation within the administrative process of the fire department.

A5.1.8. At an incident scene, where imminent hazards occur, the IC assumes overall responsibility for the safety of the operation.

A5.1.9. The IC shall appoint an Incident Safety Officer (ISO). NOTE: It does not have to be the HSO.

A5.1.9.1. Qualification for the ISO is listed in Chapter 4 of the NFPA Std. 1521.

A5.1.9.2. At an emergency incident where activities are judged by the ISO as posing an imminent threat to fire fighter safety, the ISO shall have the authority to stop, alter or suspend those activities.

A5.1.9.3. The ISO shall immediately inform the IC of any actions taken to correct imminent hazards at the emergency scene.

A5.1.10. The HSO and assistant shall maintain a Safety continuity binder(s) that should contain as a minimum;

A5.1.10.1. Table of contents

A5.1.10.2. Appointment letters to HSO and assistant

A5.1.10.3. HSO duties and responsibilities

A5.1.10.4. A list of qualified ISOs IAW NFPA Std. 1521

A5.1.10.5. Minutes of the bi-annual safety meeting

A5.1.10.5.1. Copies of these minutes shall be posted on a designated Safety bulletin board for review by all firefighters

A5.1.10.6. Completed copies of AF Form 55, *Employee Safety and Health Record* along with the instructions to properly document necessary information on the form.

A5.1.10.7. Job Safety Training Outline

A5.1.10.8. Safety related lesson plans

A5.1.10.9. Fit test records

A5.1.10.10. Copies of host base FES Air Quality Test Records

A5.1.10.11. Develop a spreadsheet showing, at a minimum, currency of department members for the Bloodborne Pathogen training, Hearing Conservation training, physicals, and fit to fight and PPE inspections.

A5.1.10.12. Key correspondences

A5.1.10.13. Forms (Mishap, Injury & Illness, Exposure)

A5.1.10.13.1. Established guidance on the proper use of these forms

A5.1.11. The HSO shall assist the RFC in the development of the PB FES Flight Risk Management Plan.

A5.1.12. Conduct PPE inspections according to the requirements of NFPA 1851 Program to assure the PPE worn by the firefighters is serviceable and meet NFPA Std.'s.

A5.1.12.1. Assures that PPE is properly cleaned and maintained IAW NFPA Standards.

A5.1.13. Shall maintain TDY package that will be issued to the SNCO prior to departure

A5.1.13.1. The TDY package shall contain at a minimum the following items:

A5.1.13.1.1. NFPA 1581 figure A.4.6.5. *Sample Exposure Report Form*

A5.1.13.1.2. AF IMT 190, *Occupational Illness, Injury Report*

A5.1.13.1.3. AF IMT 711B, *USAF Mishap Report*

A5.1.13.1.4. The Operating Guides for using the package

A5.1.13.1.5. Selection and use of the proper forms.

A5.1.13.1.5.1. A current list of contact numbers for notification of an incident if required by established guidance (i.e. Commanders, Fire Chiefs, and HSO and TDY personnel).

A5.2. HSO QUALIFICATIONS.

A5.2.1. In addition to the certification for all 3E771 personnel, the HSO shall have Fire Officer III, Fire Instructor II, Fire Inspector II, Hazmat IC certification

A5.2.2. NIMS 100/200/700/800/300/400.

A5.2.3. AERO Course.

A5.2.4. Professional Military Education (PME)/Developmental Education (DE)

A5.2.4.1. Recommended completion of the SNCO Distance Learning Courses 00012 (CD-ROM) or 00014 (Web-based).

A5.2.5. Recommend completion of an IFSAC/NPQB Department Health and Safety Officer Course.

A5.2.6. Shall have and maintain knowledge of current applicable laws, codes and standards regulating occupational health and safety in the fire service.

A5.2.6.1. Occupational health and safety information is continually changing and the HSO must be aware of these changes as they apply to firefighters.

A5.2.6.2. Shall have and maintain knowledge of occupational safety and health hazards involved in emergency operations.

A5.2.6.3. Shall have and maintain knowledge of the current principles and techniques of safety management. This process includes accident prevention, identification of unsafe acts, unsafe conditions, accident/ injury understanding, training/ education and use of protective clothing/equipment.

A5.2.6.4. Shall have and maintain knowledge of current health maintenance and physical fitness issues that affect the fire service members.

A5.2.6.5. Shall have and maintain knowledge of infection control practices and procedures as required in NFPA 1581, *Standard on Fire Department Infection Control Program.*

A5.2.6.6. Shall have and maintain knowledge of building construction, aircraft types, personnel accountability and incident scene rehabilitation.

A5.2.6.7. Shall have and maintain knowledge of potential safety and health hazards involved at emergency operations.

Attachment 6

DUTIES AND RESPONSIBILITIES OF THE RESERVE FES VEHICLE CONTROL OFFICER

A6.1. The RFC shall appoint an assistant VCO to provide for continuous operations when the VCO is TDY, Deployed etc.

A6.2. The VCO shall maintain a binder(s) that should contain:

A6.2.1. Table of contents.

A6.2.2. A copy of the appointment letters.

A6.2.3. Copies of current state drivers licenses (Driver I.D. numbers may be blacked out for privacy purposes).

A6.2.4. Maintain a spreadsheet showing current licensing of assigned personnel on assigned vehicles IAW AFI 10-210 and at least one major ARFF vehicle, one structural pumper, one mobile water tender.

A6.2.5. A spreadsheet showing the date of initial Flight line Drivers training and also showing current dates for flight line driver's annual refreshers.

A6.2.6. A policy letter that describes the process for obtaining a license on a military vehicle.

A6.3. The VCO shall work with the HSO and the A/C for Training in the development of the training plan for vehicle operations. The plan shall include required initial training, proficiency training as well as any requirements for the NFPA 1500 Std.

A6.4. The VCO shall review all documentation required prior to submission for a license to assure that all of the requirements are met.

Attachment 7

END OF TOUR REPORT EXAMPLE

A7.1. End of Tour Reports. Units shall prepare and submit After Action Summary Report to NAF/RSG and AFRC Functional Area Managers (FAM's) NLT 30 days following an exercise or training deployment IAW AFRCI 10-204.

A7.2. Sample Format.

DEPARTMENT OF THE AIR FORCE
AIR FORCE RESERVE COMMAND

MEMORANDUM FOR (*YOUR NAF/A7C FES*)   Date
FROM: (*YOUR UNIT*)
SUBJECT: End of Tour Report for *(your deployment)*
PURPOSE:

1. **TRAVELER(S):**

2. **ITINERARY:**

3. **DISCUSSION:**

4. **LESSONS LEARNED:**

5. **CONCLUSION:**

6. **RECOMMENDATIONS:**

                                                                            Signature Block

Cc:
AFRC/A7XEF

Attachment 8

AFRC PRIME BEEF FIRE EMERGENCY SERVICES ADDITIONAL REQUIREMENTS

A8.1. The RFC is the senior 3E7XX and reports directly to the unit commander. The duties and responsibilities of the RFC are outlined in **Attachment 3**.

A8.2. Proficiency training for Reserve 3E7X1 personnel is in the AFRC PB FES Training Program (TP) outlined in **Attachment 10**.

A8.3. Commanders include Air Force Reserve Prime BEEF fire fighters in annual field training and should include the RFC in the advance planning to identify training site fire protection and fire fighter training needs. Fire fighters establish a simulated bare base fire department. They should perform only a fair share of duties outside the fire protection functional areas. For Training purposes, they should treat the training site as a tent city and establish fire safety procedures accordingly. They provide fire protection for the FTX site within the limits of available equipment. The "FES Concepts of Operations" and Expeditionary Firefighting guide provided separately contains other additional information.

A8.4. Eligibility for Secret Security Clearance: All 3E7XX personnel require eligibility for a Secret security clearance. Personnel should be removed from the career field if eligibility is not received.

A8.5. Managing Untrained Personnel. Do not assign fire protection duties to personnel with AFSC 3E711 while awaiting technical training. They will not receive driver training or ride on any Fire Department vehicles during fire fighting operations or emergency responses. Personnel with AFSC 3E731 require direct supervision by fully qualified fire protection personnel when performing fire protection duties or operating fire protection vehicles and equipment.

A8.6. AFRC Seasoning Training Program (STP). The STP is designed to build a ready force by allowing recent 3-Skill Level and formal tech school graduates to voluntarily remain on Active Duty for Training (ADT) orders until they have been trained via On the Job Training (OJT). Ref. STP Guide.

A8.7. Protective Clothing and Equipment**.** With the exception of 3E711, all 3E7X1 personnel maintain a complete set of fire protective clothing items conforming to the requirements of the applicable NFPA standard listed in the Equipment Supply Listing (ESL) on the CE UTC Management CoP.

Attachment 9

**AFRC PRIME BEEF FIRE EMERGENCY SERVICES UNITERRUPTED UNIT
TRAINING ASSEMBLIES (UTA)**

A9.1. Firefighter training requirements are extensive. AFRC PB firefighters participate in the contingency and ancillary training required of all Prime BEEF personnel. They must also participate in certification/upgrade, proficiency, NFPA, and driver training. Additionally, firefighters must continually maintain capability to perform the critical tasks of firefighting and rescue from aircraft and structures. To develop and maintain this capability, firefighting teams must exercise at frequent intervals. Because teams, not individuals accomplish firefighting and rescue, it is critical that training be accomplished by teams. Likewise, it is crucial that teams be provided the time to conduct and participate in these exercises without interruption.

A9.2. UTA Types. For purposes of this document, there are two types of UTAs: CE UTA and Fire UTA. The CE UTA is the date the entire squadron is scheduled to train. The Fire UTA is the date in which just the fire teams are scheduled. There shall be a minimum of three Fire (alternate) UTA's per year. Any deviation due to mission requirements shall require written approval by unit CES/CC or MSG/CC.

   A9.2.1. The purpose of the fire UTA is to allow firefighters to accomplish training requiring multiple UTCs such as aircraft and structural firefighting and rescue exercises. Additionally, they practice for and conduct certification performance testing.

A9.3. The RFC is responsible to provide management oversight of all activities for firefighters. The RFC should work the CE UTA and the Fire UTA. This will enable the RFC to interface and coordinate with other personnel in and outside the squadron.

A9.4. The RFC should provide firefighters a UTA schedule by September of each year. This Schedule indicates the UTA training dates. This is important so reservists can coordinate the schedule with their employer.

Attachment 10

AFRC PRIME BEEF FIRE EMERGENCY SERVICES TRAINING PROGRAM

A10.1. Preface. This AFRC PB FES TP is a comprehensive proficiency training guide that identifies education and proficiency training requirements for the FES career field. The TP will provide AFRC PB FES Firefighters with a clear path to success and instill continuity into all facets of our career field proficiency training program.

A10.2. Purpose. The FES TP is designed to further firefighter's educations beyond receipt of the initial skills training received upon achieving certifications from training courses. Additionally, the plan identifies expected levels of competency based on the rank and duty position of the individual. The plan places expectations for advanced study and formal training in both the fire protection career field as well as pursuing academic education. It is not intended to levy mandatory certifications since these guidelines are established in DODI 6055.06M.

A10.2.1. The primary purpose of this plan is to establish minimum reoccurring training requirements contingent on the firefighter's rank and duty position. It is assumed the training at each level will be within the scope of the individual's capabilities since the level of performance is currently expected or - soon will be - based on their rank or duty position. This program also identifies annual Continuing Education Units (CEU) based on the duty position or rank. CEU's will apply to firefighters even upon PCS or deployment and are calculated on an annual basis despite status or location.

Attachment 11

AFRC PRIME BEEF FIRE EMERGENCY SERVICES SELF INSPECTION AND UNIT COMPLIANCE INSPECTION PROGRAM

A11.1. Overview: The Management Internal Control Toolset (MICT), Fire Emergency Services-Military Use, consolidates requirements contained in NFPA standards and codes, OSHA regulations, DoD and AF, AFRC guidance and policy, and other regulatory requirements that impact the flight into a single tool. It also includes exercise checklists to assess operational capability in a wide variety of fire department operations.

A11.2. Self Inspection: Self inspection program shall be implemented in accordance with AFI 90-201 Inspector General Activities.

A11.3. Unit Compliance Inspection: A Unit Compliance Inspection (UCI) is conducted by HQ AFRC Inspector General. The MICT will be the primary checklist utilized to conduct this inspection.